



We are looking for a manager!

DIVISION: OPERATIONS & ADMINISTRATION

Designation: MANAGER – OPERATIONS & ADMIN

Area of Operations: All matters concerning Operations and Administration of our Office in Colombia at the individual and collective levels. The position demands primary responsibility for apt individual decisions, which shall act within the bounds of the company's corporate policies and providing inspired leadership which involves making important policy and strategic decisions, as well as the development and implementation of operational/administerial policies and procedures. You also will be assisting the HR department with recruiting, inducting and promoting a company culture that encourages morale and performance. The jurisdiction almost covers end to end Operations of Office location and running it smoothly and more specifically covers the following:

- Entire Setting up the Office location which includes infrastructure, planning and setting up Policies, Processes & Systems – Create, implement and periodic review.
- Ensure adherence to all Local and Central Law Compliances for a smooth operation.
- Timely and Correct Documentation, Licensing and Registrations as required
- Ensure all Legal and Regulatory documents are filed and monitor its compliance with Laws and regulations.
- Provide inspired leadership to the office setup.
- Oversee Budgeting, reporting, planning, and Auditing.
- Formulate and implement adequate expense processes and ensure Cost control.
- Prepare and Report MIS – for entire Operations and administration.
- Work with the Promoters, Directors to determine values, mission, and plan for short- and long-term Goals.
- Identify, address problems and opportunities for the company.
- Establish and Support work Communication with the Management team



- Plan and coordinate administrative procedures and systems and devise ways to streamline processes.
- Recruit and train personnel and allocate responsibilities and office space.
- Assess staff performance and provide coaching and guidance to ensure maximum efficiency.
- Ensure the smooth and adequate flow of information within the company to facilitate other business operations.
- Manage schedules and deadlines.
- Monitor inventory of office supplies and the purchasing of new material with attention to budgetary constraints
- Monitor costs and expenses to assist in budget preparation.
- Oversee facilities services, maintenance activities and tradespersons (e.g electricians)
- Organize and supervise other office activities (recycling, renovations, event planning etc.)
- Ensure operations adhere to policies and regulations.
- Keep abreast with all organizational changes and business developments.

A. Posting: Barranquilla, Colombia

B. Reports To: PROMOTERS / DIRECTOR OF THE COMPANY

C. Coordination: Entire Office location at Colombia and all internal functional Team Leads, Delivery Leads, Managers. Also, External vendors, concerned statutory authorities, professionals outside the company and the consultants appointed by the company for this function.

D. CORE COMPETENCIES / JOB QUALIFICATIONS:

- Should be a Graduate with relevant subject course in Operations Management or related field.
- Should possess around 5 years+ experience in management, operations and leadership.
- Understanding of General Finance and budgeting, including Profit and Loss, Balance sheet and cash-flow management
- Ability to build consensus and relationships among managers, employees, and stakeholders.
- Core understanding of preparation of Reports and MIS as per requirement
- Outstanding control over English language- speaking, reading, and writing skills.
- Must be self-driven, confident, and committed to achieve targets.
- Demonstrable Leadership skills



- Must possess the ability to work under work pressures.
- Strong work ethics and trustworthiness
- Ability to motivate and delegate.
- Ready to travel for different company requirements on need basis.

E. **SALARY** – Best in the Industry to the deserving candidate

F. **Preference to candidates ready to join immediately.**